

BUYER I/II

Class Definition

Under supervision, procures materials, supplies, services, and equipment and bids public works projects; develops, reviews, and evaluates bids and contracts for City Departments.

Distinguishing Characteristics

Positions in these classes are flexibly staffed. Incumbents in the entry level class of Buyer I are expected to progress with appropriate training, experience and satisfactory performance to the journey level class, Buyer II. Satisfactory performance requires the ability to perform the full range of duties under a minimum of supervision. These classes differ from Senior Buyer in that the latter class is the advanced working/lead level class in which incumbents are assigned complex projects and may have lead responsibility over other Buyers.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Prepares specifications for formal and informal bids with technical assistance from users; bids public works projects.

Completes and processes requisitions and places orders with vendors.

Locates sources of supply; performs price and cost analyses; evaluates quality and suitability of supplies and materials.

Corresponds with vendors to discuss problems regarding quality, cost, terms, delivery, discounts, or transportation of ordered materials; makes adjustments when errors or omissions have occurred.

Keeps informed of new markets and market trends.

Confers with employees in user departments to determine purchasing needs and specifications and in preparing informal and formal bid requests.

Analyzes bids for compliance with the City's purchasing procedure requirements and specifications; prepares recommendations for award of formal bids by the City Council.

Inputs, updates, retrieves and verifies a variety of information using a word processor or computer terminal.

Performs other duties as assigned.

Knowledge, Abilities, and Skills

(By the end of the probationary period, incumbents must demonstrate adequate knowledge, abilities, and skills

to perform all tasks at the journey level.)

Knowledge of purchasing methods and procedures and of the techniques of specification writing.

Knowledge of a variety of office and maintenance supplies and materials, the best sources, and appropriate prices for the procurement of such goods.

Knowledge of the techniques of grading and analyzing supplies and materials, price and cost analysis, value analysis and of the laws related to public purchasing.

Ability to analyze problems and make appropriate recommendations.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

Ability to use a variety of computer business software applications.

Minimum Qualifications

Buyer I

Fifteen semester units from an accredited college or university in Business or Public Administration, Accounting, Economics, or English. One year of purchasing experience in a business or office setting involving cost determination, requisition preparation, bid comparison, and vendor selection may be substituted for the required education.

Buyer II

One year of experience as a Buyer I with the City of Fresno; OR, fifteen semester units from an accredited college or university in Business or Public Administration, Accounting, Economics, or English, and one year of purchasing experience in a business or office setting involving cost determination, requisition preparation, bid comparison, and vendor selection. An additional year of qualifying experience may be substituted for the required education.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director

DATE: _____